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2016-2017 Consolidated Federal Program Timeline

April – August 2016

- a. Indirect rate application due April 1st. (yearly)
- b. Last amendment for FY16 due April 15, 2016.
- c. Submit FY17 application by May 6, 2016.
- d. Submit FY16 Homeless and Title I Report by 6/30/16.
- e. Allocation overview will show FY17 preliminary allocation.
- f. AOE 2.0 financial form for fourth quarter window for CFP is 6/20/16 – 7/20/16.
- g. Final AOE 2.0 window for CFP is 6/25/16 – 8/30/16.
- h. Unawarded carry forward will be entered by May 23, 2016.
- i. Upon Notification from the Agency - complete required revisions to initial application as necessary.
- j. Determine if you are required to set aside 10% of Title I funds for Professional Development
- k. All initial applications should be completed and granted by July 1, 2016.
- l. Once the application and grant award with all e-signatures in place you can request an amendment by contacting Ed Haggett.

September – October 2016

- a. Publicize parents' "right-to-request" information on the qualifications of their child's teachers, including paraprofessionals, if any.
- b. Distribute a copy of CFP assurances to all schools in the LEA.
- c. Submit intent-to-transfer-funds requests to the Agency via email to Ed Haggett at least 30 days prior to making a transfer.
- d. Final AOE 2.0 window for CFP is 6/25/16 – 8/30/16.
- e. To request an amendment contact Ed Haggett, Grants Manager.
- f. Once the final AOE 2.0 has been submitted, accepted and processed additional carry forward amounts (unadvanced and cash on hand) will be added to carry forward amount in the allocation overview (if any). It is the responsibility of CFP team leader and the business manager to check these final carry forward figures. If you do not agree with the figures it is the business managers' responsibility to contact John Leu at the VT-AOE finance office.
- g. First quarter AOE 2.0 window for CFP is 9/20/16 – 10/15/16.
- h. Review the CFP Monitoring Document and plan for monitoring if being visited.

November – December 2016

- a. Submit intent-to-transfer-funds requests to the Agency via email to Ed Haggett at least 30 days prior to making a transfer.
- b. Second quarter AOE 2.0 window for CFP is 12/20/16 – 1/15/17.

January – March 2017

- a. Outreach to, and consultation with, independent schools for FY18 application.
- b. Needs Assessment and Planning for the CFP FY18 application (on-going).
- c. Gather data from participating schools, including independent schools. Items to have on hand are assessment results, student or parental surveys, local action plans, LEA goals, schoolwide plans, technology plans and other pertinent data.
- d. Establish an evaluation plan.
- e. Identify the members of your Consolidated Federal Programs Team and engage in systematic consultation as required by ESSA. Members should include teachers, administrators, parents and independent school representatives and, if desired, representatives of other groups within the school or community.
- f. Draft a Title I Targeting and Ranking Data Sheet (using an estimated allocation).
- g. Draft an investment plan following the format in Grantium application for FY18.
- h. Update current continuous improvement plans.
- i. Submit intent-to-transfer-funds requests to the Agency via email to Ed Haggett at least 30 days prior to making a transfer.
- j. Second quarter AOE 2.0 window for CFP is 12/20/16 – 1/15/17.
- k. Third quarter AOE 2.0 window for CFP is 3/20/17 – 4/15/17.
- l. FY18 Application opens on March 23, 2017.
- m. Apply for indirect administration rate (yearly application) by April 1.
- n. Assess that spending is going according to plan.

April 2017

- a. Complete evaluation of CFP investments for FY17.
- b. Third quarter AOE 2.0 window for CFP is 3/20/17 – 4/15/17.
- c. April 15 - final date for submission of next year (SY16-17) Ed-Flex Waiver requests.
- d. April 14, 2017 Final submission date for current year (SY16-17) amendment requests

May – June 2017

- a. FY18 Application due May 5, 2017.
- b. Title I end of year participation report and homeless education report due for FY17.
- c. Fourth quarter AOE 2.0 window for CFP is 6/20/17 – 7/20/17.
- d. Final AOE 2.0 report window for CFP is 6/25/17 – 8/30/17.
- e. CFP Annual Conference – March/April 2017.